


**MERCHANDISE VENDOR APPLICATION**  
2016 HAMPTON BIKE WALK EVENT  
CAROUSEL PARK  
SATURDAY, SEPTEMBER 24, 2016, 8am-12noon



BUSINESS NAME:	
CONTACT NAME:	
MAILING ADDRESS:	
PHONE(S):	
e-ADDRESS:	
ON-SITE CONTACT NAME AND PHONE, IF DIFFERENT THAN ABOVE:	

MERCHANDISE DESCRIPTION:	
EQUIPMENT REQUEST:	<input type="checkbox"/> Number of 6' Tables Requested <input type="checkbox"/> Number of Folding Chairs Requested
ELECTRICITY REQUEST:	<input type="checkbox"/> Yes, I need Electricity to Display <input type="checkbox"/> No, I do NOT need Electricity

"I have read and understand the rules and regulations for the Hampton Bike Walk Event as shown in the "Merchandise Vendor Guidelines" attached. On behalf of myself and my business, I agree to hold harmless the City of Hampton from any and all claims, including loss or damage to person or property. I further understand that I may be asked to leave the Event and/or lose future participation privileges for my business if Event Staff deems I have misrepresented myself and/or my merchandise, or if I, or my assigns, do not abide by the regulations of the Event."

\_\_\_\_\_  
Signature of Responsible Business Representative

\_\_\_\_\_  
Date

PLEASE KEEP A COPY FOR YOURSELF, AND RETURN THIS ORIGINAL APPLICATION BY **MONDAY, AUGUST 15, 2016** TO:  
Hampton Parks, Recreation & Leisure Services, 22 Lincoln Street, Hampton, VA 23661;  
Fax to (757) 926-8313; or, email to [specialevents@hampton.gov](mailto:specialevents@hampton.gov)



## MERCHANDISE VENDOR APPLICATION

2016 HAMPTON BIKE WALK EVENT

CAROUSEL PARK

SATURDAY, SEPTEMBER 24, 2016, 8am-12noon

<b>LICENSING &amp; TAX</b>	All Merchandise Vendors must hold and display a valid City of Hampton Business License and agree to pay all applicable taxes on sales resulting from participation. For information on obtaining a Hampton Business License, please contact the Commissioner of Revenue's Office, (757) 727-6183.
<b>BOOTH SPACES &amp; ELECTRICITY</b>	Vendors will be given one (1) 10'x10' <b>FREE</b> exhibit space in 2016, and as many tables and chairs as requested for their booth. <b>Requests for electricity will only be considered from those Vendors who require electricity in order to operate and who made a request on their application. Requests made on-site for electricity or equipment will not be honored.</b>
<b>MANNING OF BOOTH SPACES</b>	All Vendors must be prepared with sufficient supplies to display for the duration of the event and must preside over their exhibit at all times. Staff will not tent-sit for any reason due to liability. You may break down your exhibit at 12:00 noon; however, vehicles will not be permitted inside the event area until after the "pedestrian-all-clear" announcement is made.
<b>SET-UP OF BOOTH SPACES</b>	The Hampton Bike Walk Event will be held Saturday, September 24, 2016, 8:00 a.m. to 12:00 noon, and <b>Vendor set-up is from 6:00 a.m. – 8:00 a.m. Please check-in with a staff member upon arrival. ALL Vendors must be in place, set-up, and ready to operate no later than 7:45 a.m. Vendors arriving after 7:30 a.m. for set-up will not be permitted to drive into the festival area near booth spaces for unloading and instead must hand-carry in materials. Vendor booths MUST remain open and fully operational until the end of the festival at 12:00 noon.</b>
<b>WEATHER</b>	This Event is held rain-or-shine (notwithstanding dangerous weather conditions). <b>Vendors are urged to bring a tent/canopy to protect themselves and merchandise during any adverse weather conditions.</b> For updated information about the festival during weather emergencies, the person(s) listed as your contact will be notified. You may also call 311 at (757) 727-8311 for up-to-date information.
<b>POLICIES &amp; RIGHTS</b>	It is the policy of Hampton Parks, Recreation & Leisure Services to include all participants regardless of race, color, national origin, sex, age, ethnicity, religion, political affiliation, or disability. Hampton Parks, Recreation & Leisure Services reserves the right to: <ol style="list-style-type: none"> <li>1. Review all booths throughout the Event to ensure that all rules are being followed;</li> <li>2. Not be responsible for any loss, theft, or damage;</li> <li>3. Refuse any merchandise considered unsuitable or inappropriate;</li> <li>4. Change space assignments if deemed necessary;</li> <li>5. Dismiss Vendors from the Event and exclude them from future events for failure to comply with Event rules and regulations; and,</li> <li>6. Cancel, postpone, or move the event due to unforeseen circumstances.</li> </ol>
<b>QUESTIONS?</b>	Call us! Hampton Parks, Recreation & Leisure Services, (757) 727-6348, open M-F 8-4:30 daily, or email <a href="mailto:specialevents@hampton.gov">specialevents@hampton.gov</a> anytime.

**\* PLEASE KEEP THIS PAGE FOR YOUR REFERENCE \***